



HATTON HALL

A building for use by the Tempe community

Managed by:

Tempe Community Council
Benjamin B. Moeur Residence
34 E. 7th Street, Building A
Tempe, Arizona 85281
(480) 858-2300

CLEAN-UP CHECKLIST

Before you leave, have you done these things?

Tables wiped off.

_____ Chairs stacked against the walls.

_____ Place rectangular tables in a square in the middle of the room or leave standing against the walls.

_____ Kitchen counter and sink cleaned and wiped down.

_____ Remove all your food from refrigerator and freezer.

_____ Coffee maker cleaned and all switches turned off.

_____ Round tables put away in shower area.

_____ Video equipment secured in closet by the kitchen.

_____ Turn off all the lights in the building.

_____ Remove trash from the building if all trashcans are full.

_____ Turn off sound system.

_____ Lock all doors to the building.

_____ Lock all gates.

_____ Return keys to reception desk or **if after hours**, through mail slot in the single turquoise door (North East side of building) of TCC offices.

Tempe Community Council is not responsible for items left behind